

## Quarterly Coal Consumption Report Manufacturing Plants

**Please read the instructions provided before completing this form.**

**I. Identification** *The shaded area below is reserved for preprinted information. Please make any corrections below:*

**Corrections:**

- A.** Please enter the name and address of the Parent Company for this plant. The parent Company is that which solely or jointly owns this plant and which is not itself the subsidiary of another company. If there are additional parent companies for this plant, please give their names and addresses on a separate sheet of paper.

**Corrections:**

- B.** Please enter the name, title, and phone number of the company representative who can answer questions regarding the information provided on this form. Please make any corrections below.

**Corrections:**

- C.** Please report the primary product manufactured at this plant. \_\_\_\_\_

**II. Coal Receipts, Consumption and Stocks** *Please read Section G, General Instructions before completing this section.*

The majority of coal receipts at this plant: (please check one) ☐ Bituminous ☐ Subbituminous ☐ Lignite ☐ Anthracite

<b>A</b>	Ending Stocks Previous Quarter (short tons)	
<b>B</b>	Total Receipts During Quarter (short tons)	
<b>C</b>	Quantity of Coal Consumed (short tons)	
<b>D</b>	Adjustments (short tons)	
<b>E</b>	Stocks at the end of the quarter (short tons)	
<b>F</b>	Total Cost of Coal Received on a C.I.F. Basis (dollars)	

**III. Electric Power Generation** Does this plant have a coal-fired electric generating capacity of 1 megawatt or greater?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**IV. Remarks:**

**Point of Contact**

\_\_\_\_\_  
Name Title Signature Date

## Instructions for completing Form EIA-3, "Quarterly Coal Consumption Report - Manufacturing Plants"

- A. PURPOSE** This survey collects data related to coal consumption at U.S. manufacturing plants. Information on coal consumption, stocks, and receipts (quantity and cost) is collected to provide Congress with basic statistics concerning energy (coal) consumption, stocks, prices, and quality (coal rank) as required by the Federal Energy Information Administration Act of 1974 (FEAA) (P.L. 93-275) as amended. These data appear in the *Weekly Coal Production Report*, the *Quarterly Coal Report*, the *Monthly Energy Review*, the *Annual Energy Review*, the *State Energy Price and Expenditure Reports*, and the *State Energy Data Report*.

In addition, the Energy Information Administration uses the data for coal demand analyses and in short-term modeling efforts which produce forecasts of energy (coal) demand and prices requested by Congress. The forecast data appear in the *Short-Term Energy Outlook* and the *Annual Energy Outlook*.

- B. WHO SHALL SUBMIT** Form EIA-3 shall be submitted by all manufacturing companies that consume anthracite, bituminous coal, subbituminous coal or lignite for uses other than coke production in excess of 1000 short tons of coal during the year defined by the current reporting quarter and the previous three reporting quarters. These companies include companies using coal for gasification/liquefaction and coal used for feedstock. A separate EIA-3 must be submitted for each manufacturing plant consuming coal. Submit the Form to EIA and retain a copy for your files.
- C. WHEN TO SUBMIT** Form EIA-3 must be submitted no later than one month after the end of the reporting quarter. The reporting quarters are: January 1 - March 31 (first), April 1 - June 30 (second), July 1 - September 30 (third), and October 1 - December 31 (fourth). The respective due dates are May 1, August 1, November 1 and February 1.
- D. WHERE TO SUBMIT** Form EIA-3 should be returned in the business reply envelope provided to:

Energy Information Administration, EI-522  
Mail Station: BG-094, FORSTL  
U.S. Department of Energy  
Washington, D.C. 20585  
Attn: EIA-3

Requests for further information, additional forms, or business reply envelopes should be directed to the address above by telephone on (202) 426-1470.

- E. SANCTIONS** The timely submission of Form EIA-3 by those required to report is mandatory under section 13(b) of the FEAA as amended. Failure to respond may result in a civil penalty of not more than \$2,500 for each violation, or a fine not more than \$5,000 for each willful violation. Civil action may be enforced to prohibit reporting violations and may result in the granting of a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

### F. DEFINITIONS

**Classification of Coals by Rank:** Coal consumption data are to be submitted by rank as defined in Table 1, Classification of Coals by Rank (enclosed). If you do not have all of the information required to use the table, please consult your technical engineer or testing laboratory for assistance.

**Manufacturing Plant:** A plant engaged in the mechanical or chemical transformation of materials or substances into finished or semi-finished materials or products.

**Primary product:** The primary product manufactured at the plant.

### G. GENERAL INSTRUCTIONS

1. Complete all data items applicable to this plant.
2. Do not report coal used to produce coke.
3. Report quantities in whole short tons (2,000 pounds) and costs in dollars.
4. Total cost of coal received includes insurance, freight, and taxes, i.e. the delivered cost at the plant.
5. In Section II, Ending Stocks Previous Quarter, (Column B), report any revisions to the previous quarter's ending stock estimate, by drawing a line through the preprinted quantity and entering the revised quantity above it.
6. In adjustment (Column D), report the change in stocks during the quarter resulting from any stock losses, transfers of coal stocks to other plants owned by the same parent company or sales of coal stocks to other companies. Enter a "+" or a "-" to indicate whether the adjustment is an addition or reduction.
7. To check the accuracy of the report, check whether the following equation is satisfied:

$$\begin{aligned} & (\text{Ending Stocks for the previous quarter}) + (\text{Receipts during the quarter}) \\ & - (\text{Consumption during the quarter}) \pm (\text{Adjustment}) = (\text{Stocks at the end of the quarter}) \end{aligned}$$

If the above equation is not satisfied, please recheck the figures you have reported and make the necessary corrections or explain the difference in the remarks section.

- H. DISCLOSURE OF INFORMATION:** The Office of Legal Counsel of the Department of Justice concluded on March 20, 1991, that the FEAA requires the Energy Information Administration to provide company-specific data to the Department of Justice, or to any other Federal Agency when requested for official use, which may include enforcement of Federal law. The information contained on this form may also be made available, upon request, to another component of the DOE; to any Committee of Congress, the General Accounting Office, or other Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The name and address of the responding company, and location (state, county, and/or coal producing district) will be released upon request in the form of a full or partial list of respondents for this coal data collection survey.

Upon receipt of a request for this information under the FOIA, the DOE shall make a final determination whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. To assist us in this determination, respondents should demonstrate to the DOE that, for example, their information contains trade secrets or financial information whose release would be likely to cause substantial harm to their company's competitive position. A letter accompanying the submission that explains (on an element-by-element basis) the reasons why their information would be likely to cause the respondent substantial competitive harm if released to the public would aid in this determination. A new justification does not need to be provided each time information is submitted on the form, if the company has previously submitted a justification for that information and the justification has not changed.

- I. REPORTING REQUIREMENTS AND BURDEN:** This report is mandatory under Public Law 93-275. Failure to comply may result in criminal fines, civil penalties and other sanctions as provided by law. For the provisions concerning the confidentiality of information submitted on this form, see Section H of the instructions. *Public reporting burden for this collection of information is estimated to average 0.4 hours per response*, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Energy Information Administration, Office of Statistical Standards, EI-73, Forrestal, 1000 Independence Ave. SW, Washington, DC 20585 and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503. Respondents are not required to file this report unless it contains a valid OMB control number.